

EXECUTIVE SECRETARIAT

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
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13	D/EEO				
14	D/Pers	✓			
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
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SUSPENSE _____
Date

Remarks:

Executive Secretary

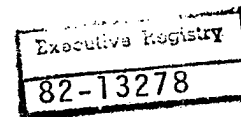
12/1/82

Date



United States Department of State

The Chief of Protocol
Washington, D.C. 20520



December 1, 1982

MEMORANDUM

TO: Heads of All Employing Agencies as Defined
in Section 515 of Public Law 95-105

FROM: Selwa Roosevelt *SR*

SUBJECT: Submissions to Department of State of Listing of
Foreign Gifts Reported to Employing Agencies in
Calendar Year 1982.

Federal agencies are reminded of the requirement of Section 515 of Public Law 95-105, 91 Stat. 862, the amended statute governing the receipt and disposition of gifts and decorations tendered by foreign governments to Federal employees, their spouses, or dependents, that each employing agency or its delegate must, not later than January 31 of each year, transmit to the Secretary of State a compilation listing all statements filed during the preceding year by employees of that agency concerning gifts valued at over \$140 at retail in the United States which they received from foreign governments.

Compilations are to include, in addition to tangible gifts of prescribed value, all foreign government gifts of travel or travel expenses for travel taking place ENTIRELY OUTSIDE THE UNITED STATES and valued at more than \$140, the acceptance of which HAS NOT BEEN AUTHORIZED in accordance with specific instructions of the recipients' employing agency.

The purpose of requiring these submissions is to enable the Secretary of State to discharge his responsibility under the law for the annual publication of a comprehensive listing of all such statements in the Federal Register. Gifts of "minimal value" are currently defined as having a retail value in the United States at the time of acceptance of \$140 or less. Decorations received from foreign governments are excluded from this reporting requirement.

Each agency should prepare its compilations for 1982 on the enclosed report sheets, one for tangible gifts and one for travel or expenses of travel. ELITE TYPE SHOULD BE USED. If additional sheets are needed, the enclosed report forms may be reproduced. Reports should be addressed to the Secretary of State, Attention: Office of Protocol. A sample report is attached, along with guide-lines for the report. In submitting the report, please PROVIDE THE NAME AND TELEPHONE NUMBER OF THE INDIVIDUAL WHO PREPARED THE

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REPORT OR WHO MAY BE CONTACTED, IF NECESSARY, CONCERNING ITS CONTENTS.

Agencies whose responses have not been received by January 31, 1983 will be presumed to have had no statements filed with them during 1982 concerning foreign gifts to their employees which were subject to the statutory reporting requirement.

Inquiries regarding this memorandum should be directed to the Office of Protocol, Miss Guilbault - Telephone: 632-0907.

Enclosures:

Report sheets.

Sample report with guidelines.

REPORT OF TANGIBLE GIFTS Approved For Release 2007/03/28 : CIA-RDP83M00914R002800090007-0

AGENCY:

Name and Title
of Recipient

Gift, Date of Acceptance,
Est. Value and Current
Disposition or Location

Identity of Foreign
Donor and Government

Circumstances
Justifying Acceptance

REPORT OF TRAVEL OR EXPENSES OF TRAVEL

AGENCY:

Brief Description of Travel
or Travel Expenses Occurring
Entirely Outside United States

Name and Title
of Recipient

Identity of Foreign
Donor and Government

Circumstances
Justifying Acceptance

REPORT OF TANGIBLE GIFTS

Approved For Release 2007/03/28 : CIA-RDP83M00914R002800090007-0

SAMPLE REPORT

<u>Name and Title of Recipient</u>	<u>Gift, Date of Acceptance, Est. Value and Current Disposition or Location</u>	<u>Identity of Foreign Donor and Government</u>	<u>Circumstances Justifying Acceptance</u>
John Brown Special Agent Office of Security	Saudi Arabian gold commemorative coin Recd November 14, 1980 Est. Value - \$175 Delivered to GSA	Sheik Shareef Saudi Arabia	Non-acceptance would have caused embarrassment to donor
William Courteney Office of Protection	One (1) \$100 bill Recd August 29, 1980 Deposited with U.S. Treasury	Sylvia Neptune Wife of President of Sealand	Attempts to decline accept- ance were unsuccessful - further effort to refuse would have caused embarrassment to donor
Christopher Doran Deputy Under Secretary	Hand woven Moroccan "Artisan" rug, approx 56"x56", red background w/ small design in center and blue floral border Recd January 1980 Est. Value - \$900 Transferred to Blair House for Official Use	Ambassador Abdullah Morocco	Gift delivered following departure of donor to his country
Richard Green Director, Office of Cultural Programs	Man's watch, brown suede strap, coral and gold face, Serial TDY 250 Recd April 4, 1980 Est. Value - \$250 Reported to GSA and stored in Office of Administration pending disposition by GSA	Embassy of Bahrain	Non-acceptance would have caused embarrassment to donor and U.S. Government
Robert Smith Assistant Secretary for Humanitarian Affairs	Engraving of Louvre Museum in black and white, approx. 18" x 22" Recd June 1980 Est. Value - \$300 Approved for official display in office of Donee	Marcel Blanche Mayor of Montagne	To avoid any perceived ingratitude/discourtesy resulting through non- acceptance

SAMPLE FORMAT - (List recipients alphabetically - use Elite type)

GUIDELINES FOR PREPARING GIFT REPORTS

These reports are NOT re-typed but published in the Federal Register as submitted by the employing agency. UNIFORMITY IS IMPORTANT.

The following irregularities have been found in previous submissions. Careful attention for format will be appreciated.

1. Use report form provided - NOT legal size paper.
2. Use Prestige ELITE 72, 12 pitch, typing element.
3. Do NOT number items.
4. List recipients ALPHABETICALLY.
5. Date of acceptance of a foreign gift is important. Please note sample form: - Recd January 1981 - NOT "Received - January 1981".
6. Under Est. Value category, a specific dollar amount is required. "Over \$140" is NOT ACCEPTABLE.
7. Only travel NOT PREVIOUSLY APPROVED BY THE EMPLOYING AGENCY AND TAKING PLACE ENTIRELY OUTSIDE THE UNITED STATES is required to be reported.
8. If no gifts were reported to the employing agency in calendar year 1982, it is NOT NECESSARY to submit a negative statement to this effect to the Department of State.
9. Do NOT submit reports for gifts of minimal value, i.e., \$140 or less.

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